

Alcoholic Beverage Regulation Administration

Description	FY 2002 Approved	FY 2003 Proposed	% Change
Operating Budget	\$2,607,052	\$3,016,000	15.7

The mission of the Alcoholic Beverage Regulation Administration (ABRA) is to issue alcohol beverage licenses to qualified applicants, educate establishments in the prevention of alcohol beverage sale to minors, and educate businesses and the community on the license application process, including complaint and protest mechanisms.

ABRA also investigates license violations, adjudicates contested cases, and enforces compliance with District of Columbia beverage alcohol laws.

The agency plans to fulfill its mission by achieving the following strategic result goals:

- Improve the process for issuing beverage alcohol licenses.
- Partner with other agencies, including the Department of Consumer and Regulatory Affairs and the Office of Tax and Revenue, to provide one-stop business service to customers seeking licenses.
- Ensure compliance with the District's beverage alcohol laws.
- Partner with other agencies, including the Metropolitan Police Department, to combat underage drinking.
- Improve adjudicatory support processes that implement ABC Board decisions.

Did you know...

Percent of solicitors licenses and managers permits issued within one day in FY 2001	98
Percent of new licenses issued within 10 days of Board Approval in FY 2001	98
Percent of parties to voluntary agreements notified by written order within 45 days of board approval in FY 2001	50

Where the Money Comes From

Table LQ0-1 shows the source(s) of funding for the Alcoholic Beverage Regulation Administration. ABRA became a separate agency in FY 2002. In prior years, ABRA's operating budget was included in the Department of Consumer and Regulatory Affairs. This applies to Tables 1, 2 and 3.

Table LQ0-1

FY 2003 Proposed Operating Budget, by Revenue Type

(dollars in thousands)

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change From FY 2002
Other	0	0	2,607	3,016	409
Gross Funds	0	0	2,607	3,016	409

How the Money is Allocated

Tables LQ0-2 and 3 show the FY 2003 proposed budget and FTEs for the agency at the Comptroller Source Group level (Object Class level).

Table LQ0-2

FY 2003 Proposed Operating Budget, by Comptroller Source Group

(dollars in thousands)

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change from FY 2002
Regular Pay - Cont Full Time	0	0	1,576	1,240	-335
Regular Pay - Other	0	0	0	349	349
Additional Gross Pay	0	0	53	54	1
Fringe Benefits - Curr Personnel	0	0	296	238	-58
<i>Personal Services</i>	<i>0</i>	<i>0</i>	<i>1,925</i>	<i>1,882</i>	<i>-43</i>
Supplies and Materials	0	0	25	108	83
Energy, Comm. and Bldg Rentals	0	0	0	4	4
Telephone, Telegraph, Telegram, Etc	0	0	0	27	27
Rentals - Land and Structures	0	0	0	316	316
Security Services	0	0	0	6	6
Other Services and Charges	0	0	297	405	108
Contractual Services - Other	0	0	0	3	3
Equipment & Equipment Rental	0	0	360	265	-95
<i>Non-personal Services</i>	<i>0</i>	<i>0</i>	<i>682</i>	<i>1,134</i>	<i>452</i>
Total Proposed Operating Budget	0	0	2,607	3,016	409

Table LQ0-3

FY 2003 Full-Time Equivalent Employment Levels

	Actual FY 2000	Actual FY 2001	Approved FY 2002	Proposed FY 2003	Change from FY 2002
Continuing full time	0	0	36	36	0
Term full time	0	0	0	0	0
Total FTEs	0	0	36	36	0

Other Funds

The proposed Other budget is \$3,016,000, a net increase of \$408,948 or 15.7 percent over the FY 2002 approved budget of \$2,607,052. This amount represents a decrease of \$43,415 for personal services, and an increase of \$452,363 for nonpersonal services. This fund consists of revenues collected through fees generated by the agency.

There are 36 FTEs supported by Other funds. This represents no change from the FY 2002 FTE level.

Significant changes are:

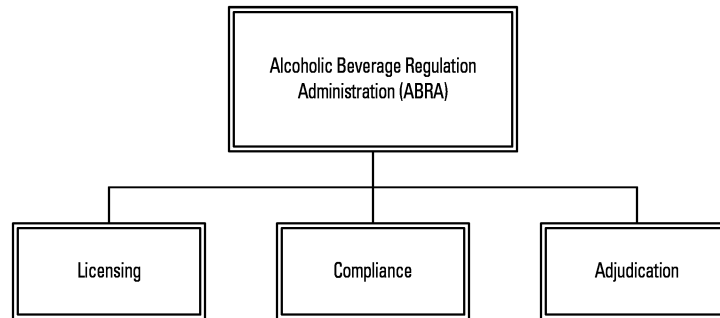
- A net decrease of \$43,415 in personal services due to a reduction of \$335,262 in continuing full time regular pay and a related decrease of \$57,810 for fringe benefits. This decrease was offset by an increase of

\$348,996 in other regular pay, and a \$661 increase in additional pay.

- A decrease of \$94,719 in equipment to absorb the increase in fixed costs.
- An increase of \$352,900 in rent, utilities and other fixed costs, as the Department of Consumer and Regulatory Affairs (DCRA) covered fixed costs for ABRA in FY 2002, the year ABRA became a separate agency.
- An increase of \$190,982 in supplies, materials, and other services. This increase will cover office supplies, transcription services, and other services and materials needed by the agency to support its mission.
- An increase of \$3,200 in contractual services to fund maintenance of equipment such as sound systems for hearings, pagers for inspectors, etc.

Figure LQ0-1

Alcoholic Beverage Regulation Administration



Programs

The Alcoholic Beverage Regulation Administration operates the following programs:

Licensing

This division processes applications, issues licenses, and provides information to the public about the licensing process. As part of the licensing function, ABRA maintains the District's official alcohol beverage records; provides information about the number, type, and location of licensed beverage alcohol establishments; and evaluates the need to propose changes in licensing fees.

Currently, there are more than 1,600 establishments in the District of Columbia with alcohol beverage licenses.

Key initiatives associated with the licensing program include:

- Develop a licensing process to implement the new catering license.
- Update the listing of all beverage alcohol establishments by Ward on the ABRA web site.

Compliance

This division ensures compliance with the District's alcohol beverage laws and regulations. Investigators and auditors conduct inspections and investigate allegations of licensing violations at alcohol beverage establishments. Staff issues citations when alcohol beverage laws are violated and submits reports to the Alcohol Beverage Control (ABC) Board on completed investiga-

tions. This program works to prevent the sale of alcohol beverage to minors through licensee educational programs and enforcement. Compliance staff often works in conjunction with other government regulatory agencies, including the Metropolitan Police Department and the Office of Tax and Revenue.

The key initiative for the compliance program is:

- Continue the development of an enforcement strategy that ensures compliance with the District's beverage alcohol laws.

Adjudication

This division supports the ABC Board's adjudication function by performing administrative duties and informing licensees and the public about the protest process. It also processes citations submitted by ABC Investigators and Metropolitan Police Department, monitors the status of protest hearings and voluntary agreements, and notifies parties and the public of ABC Board decisions.

Adjudication staff works in conjunction with the Office of General Counsel to ensure the enactment of ABC Board decisions and orders.

The key initiative for the adjudication program is:

- Continue the development of an adjudication process that ensures compliance with the District's beverage alcohol laws.

Agency Goals and Performance Measures

Goal 1: Develop and streamline an effective system for the issuance of ABC licenses

Citywide Strategic Priority Area: Making Government Work

Manager: TBD

Supervisor: Winnie R. Huston, Interim Director

Measure 1.1: Percentage of solicitor and manager licenses issued within one day

	2000	Fiscal Year			
		2001	2002	2003	2004
Target	N/A	95	95	98	98
Actual	N/A	98	-	-	-

Measure 1.2: Percentage of new licenses issued within 10 days of ABC Board approval

	2000	Fiscal Year			
		2001	2002	2003	2004
Target	N/A	90	95	98	98
Actual	N/A	98	-	-	-

Measure 1.3: Percentage of completed one-day applications approved by the ABC Board within 10 days of filing

	2000	Fiscal Year			
		2001	2002	2003	2004
Target	N/A	90	95	98	98
Actual	N/A	98	-	-	-

Measure 1.4: Percentage of renewal licenses issued within 3 months of receipt of application

	2000	Fiscal Year			
		2001	2002	2003	2004
Target	N/A	N/A	95	95	98
Actual	N/A	N/A	-	-	-

Note: New measure added by agency

Measure 1.5: Percentage of notices given to ANC office, postmarked not more than 7 days after the receipt of the application

	2000	Fiscal Year			
		2001	2002	2003	2004
Target	N/A	N/A	95	95	98
Actual	N/A	N/A	-	-	-

Note: New measure added by agency

Measure 1.6: Percentage of notices given to the ANC chairperson, at his or her home or record, postmarked not more than 7 days after the receipt of the application

	2000	Fiscal Year			
		2001	2002	2003	2004
Target	N/A	N/A	95	95	98
Actual	N/A	N/A	-	-	-

Note: New measure added by agency

Measure 1.7: Percentage of notices given to the ANC member in whose single member district the establishment is located, at his or her home address, postmarked not more than 7 days after the receipt of the application

	2000	Fiscal Year			
		2001	2002	2003	2004
Target	N/A	N/A	95	95	98
Actual	N/A	N/A	-	-	-

Note: New measure added by agency

Measure 1.8: Percentage of notices given to the Council

	2000	Fiscal Year			
		2001	2002	2003	2004
Target	N/A	N/A	95	95	98
Actual	N/A	N/A	-	-	-

Note: New measure added by agency

Measure 1.9: Percentage of notices given to the Board of Education, postmarked not more than 7 days after the receipt of the application

	2000	Fiscal Year			
		2001	2002	2003	2004
Target	N/A	N/A	95	95	98
Actual	N/A	N/A	-	-	-

Note: New measure added by agency

Measure 1.10: Percentage of notices given to the member of the Board of Education in whose district the establishment is located, postmarked not more than 7 days after the receipt of the application

	2000	Fiscal Year			
		2001	2002	2003	2004
Target	N/A	N/A	95	95	98
Actual	N/A	N/A	-	-	-

Note: New measure added by agency

Goal 2: Maintain an efficient and effective protest hearing process

Citywide Strategic Priority Areas: Promoting Economic Development; Making Government Work

Manager: Laura Byrd, Chief of the Adjudication Division

Supervisor: Winnie R. Huston, Interim Director

Measure 2.1: Percentage of ABC establishments notified that a protest petition has been filed against their licensure application within 3 days of the roll call hearing date

	2000	Fiscal Year 2001	2002	2003	2004
Target	N/A	90	95	95	98
Actual	N/A	93	-	-	-

Goal 3: Maintain an efficient and effective voluntary agreement process

Citywide Strategic Priority Areas: Building and Sustaining Healthy Neighborhoods; Making Government Work

Manager: Laura Byrd, Chief of the Adjudication Division

Supervisor: Winnie R. Huston, Interim Director

Measure 3.1: Percentage of parties to voluntary agreements notified by written order within 45 days of ABC Board approval

	2000	Fiscal Year 2001	2002	2003	2004
Target	N/A	40	80	95	98
Actual	N/A	50	-	-	-

Goal 4: Maintain an efficient and effective citation hearing process

Citywide Strategic Priority Areas: Making Government Work; Building and Sustaining Healthy Neighborhoods

Manager: Laura Byrd, Chief of the Adjudication Division

Supervisor: Winnie R. Huston, Interim Director

Measure 4.1: Percentage of licensee to show cause hearings notified in writing at least 30 days prior to the hearing date

	2000	Fiscal Year 2001	2002	2003	2004
Target	N/A	N/A	98	98	98
Actual	N/A	N/A	-	-	-

Note: New measure added by agency

Goal 5: Maintain and further enhance the investigative and inspection process

Citywide Strategic Priority Areas: Making Government Work; Building and Sustaining Healthy Neighborhoods

Manager: Maurice Evans, Chief of the Compliance Division

Supervisor: Winnie R. Huston, Interim Director

Measure 5.1: Average number of regulatory inspections per year

	2000	Fiscal Year 2001	2002	2003	2004
Target	N/A	N/A	3600	3600	3600
Actual	N/A	N/A	-	-	-

Note: New measure added by agency

Goal 6: Increase the number of inspections related to compliance of voluntary agreements

Citywide Strategic Priority Areas: Making Government Work; Strengthening Children, Youth, Families and Individuals

Manager: Maurice Evans, Chief of the Compliance Division

Supervisor: Winnie R. Huston, Interim Director

Measure 6.1: Average number of establishments inspected for compliance with voluntary agreements per year

	2000	Fiscal Year 2001	2002	2003	2004
Target	N/A	N/A	500	500	550
Actual	N/A	N/A	-	-	-

Note: New measure added by agency

Goal 7: Increase the number of inspections and investigations related to underage drinking

Citywide Strategic Priority Areas: Strengthening Children, Youth, Families and Individuals; Building and Sustaining Healthy Neighborhoods

Manager: Maurice Evans, Chief of the Compliance Division

Supervisor: Winnie R. Huston, Interim Director

Measure 7.1: Average number of establishments inspected for compliance with the underage drinking law per quarter

	2000	Fiscal Year 2001	2002	2003	2004
Target	N/A	N/A	100	100	125
Actual	N/A	N/A	-	-	-

Note: New measure added by agency

Goal 8: Increase the community's understanding of the beverage alcohol regulatory process by attending ANC meetings, civic and business association meetings, and visiting schools and colleges to discuss ABC laws and regulations

Citywide Strategic Priority Areas: Strengthening Children, Youth, Families and Individuals; Building and Sustaining Healthy Neighborhoods

Manager: Maurice Evans, Chief of the Compliance Division

Supervisor: Winnie R. Huston, Interim Director

Measure 8.1: Average number of ANC meetings attended by investigators per year

	2000	Fiscal Year			
	2000	2001	2002	2003	2004
Target	N/A	N/A	96	96	100
Actual	N/A	N/A	-	-	-

Note: New measure added by agency

Measure 8.2: Average number of civic association and business meetings

	2000	Fiscal Year			
	2000	2001	2002	2003	2004
Target	N/A	N/A	6	6	10
Actual	N/A	N/A	-	-	-

Note: New measure added by agency

Measure 8.3: Average number of visits to schools and colleges to educate students on underage drinking laws

	2000	Fiscal Year			
	2000	2001	2002	2003	2004
Target	N/A	N/A	12	12	15
Actual	N/A	N/A	-	-	-

Note: New measure added by agency

Goal 9: Enhance customer service

Citywide Strategic Priority Areas: Making Government Work; Promoting Economic Development

Managers: Maurice Evans, Chief of the Compliance Division; Laura Byrd, Chief of the Adjudication Division; TBD, Chief of the Licensing Division; Gail M. Lucas, Community Resource Officer

Supervisor: Winnie R. Huston, Interim Director

Measure 9.1: Percentage of employees trained according to staff individual training plans

	2000	Fiscal Year			
	2000	2001	2002	2003	2004
Target	N/A	N/A	85	90	95
Actual	N/A	N/A	-	-	-

Note: New measure added by agency